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| **UNV Attendance Record Card** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ANNUAL LEAVE** | | | | **UNCERTIFIED SICK LEAVE** | | | | **CERTIFIED SICK LEAVE** | | | | **COMMENTS** | | |
| **Year:** | | | 2024 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Apply as per contract modality leave entitlements for Annual Leave (AL), Certified Sick (CS), Uncertified SicK (US), Family Leave (FEL), etc.  **\* UN Official Holidays to be indicated accordingly.** | | |
| Name | | (Family name, First name) | | | | | | | | | | | | | | |  |  | UVP ID: | |  | | | | | | | | | | | Closing Balance 2023 | |  |  | Closing Balance 202X | | |  | Closing Balance 202X | | |  |
|  |  |  |  |  |  | Credit | Take | Adjustment | Balance | Credit | Take | Adjustment | Balance | Credit | Take | Adjustment | Balance |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Jan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Feb |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apr |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jun |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jul |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Aug |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oct |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nov |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dec |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PRESENT DUTY STATION | | | | |  | | | | | | | | | | ENTRY ON DUTY DATE | | | | |  | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| HOST ENTITY | | | | |  | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | a |  |  |  |  |  |  |  |  |  |  |
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| PLACE OF HOME VISIT (IUNV only) | | | | | | |  | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| AL | | Annual Leave 1 Day | | | | | | | | | | | |  | 1/2 AS | | Annual Leave 1/2 Day & 1/2 Certified Sick Day | | | | | | | | | | | |  | **OH** | | **UN Official Holiday** | | | | | | | | | |  |  |  |  |  |
| S | | Sick Leave 1 Day - Uncertified | | | | | | | | | | | |  | FEL | | Family Emergency Leave (charged to Uncertified Sick Leave) | | | | | | | | | | | |  | RR | | Rest & Recuperation | | | | | | | | | |  |  |  |  |  |
| 1/2A | | Annual Leave 1/2 Day &1/2 worked | | | | | | | | | | | |  | HL | | Home Leave (charged to Annual Leave) | | | | | | | | | | | |  | M | | Maternity Leave | | | | | | | | | |  |  |  |  |  |
| 1/2AU | | Annual Leave 1/2 Day &1/2 Uncertified sick | | | | | | | | | | | |  | FV | | Family Visit (charged to Annual Leave | | | | | | | | | | | |  | P | | Paternity Leave | | | | | | | | | |  |  |  |  |  |
| SC | | Sick Leave 1 Day - Certified | | | | | | | | | | | |  | CDO | | Compensatory Day Off (Travel) | | | | | | | | | | | |  | ME | | Medical Evacuation (charged to Certified Sick Leave) | | | | | | | | | |  |  |  |  |  |